



## Judith Herb College of Education Professional Packet

Name \_\_\_\_\_

Verified By: \_\_\_\_\_ Date \_\_\_\_\_

A professional packet is required by the State of Ohio if you are to interact with young children in a child care center. Bring all of the documents to the Office of Student Services (Gillham Hall 3100) for final approval and verification by the field coordinator.

The following items are to be included in the professional packet:

\_\_\_\_\_ A copy of your high school diploma or high school transcripts with the graduation date posted. (This is necessary to verify a minimum educational standard for child care personnel.)

\_\_\_\_\_ Valid Ohio Background Check with results of electronic fingerprinting from the Ohio Bureau of Criminal Identification and Investigation (BCI&I) stating you are free of any convictions.

\_\_\_\_\_ Valid FBI Background Check

\_\_\_\_\_ *Medical Statement for Child Care Centers and Type A Homes form* completed by a physician

\_\_\_\_\_ Register with OCCRA

After your professional packet is approved, the original and a copy will be given back to you. Keep the original for your own files, and give the copy to the director at the placement site during your first visit. Questions please call 419-530-2495.